

Project Summary Requirements

The material requested in these project summaries is important. It helps the Organizers stay in touch with the teams. It helps the Organizers respond efficiently to media inquiries. It provides potential sponsors with information. It provides important content for the communications materials (e.g., the Web site and Competition program) that the Organizers are developing in preparation for the Event. And, it will become part of the content in the final report, produced by the Organizers after the Event, about the 2007 Solar Decathlon.

This material is also important to the teams. The teams can earn points in Contest 3: Market Viability by submitting these summaries. It can be used to develop content for Web sites and house tours for Contest 4: Communications. It will help teams develop materials to find sponsors. It will help with any reporting requirements a team's school or sponsors might have. It mimics the kind of reporting many team members will have to do in their professional careers. And, it will prepare teams to answer the kinds of questions that visitors to their construction sites and to the Event on the Mall are sure to have.

The deadlines for project summary submissions are June 13, 2006; March 6, 2007; August 7, 2007; and January 9, 2008. One electronic copy (Microsoft Word document or Adobe PDF) of each summary must be uploaded to the appropriate team folder on the Solar Decathlon FTP site (ftp://ftp.nrel.gov/pub/solar_decathlon/Team_Folders/) or submitted to Mike Wassmer at michael_wassmer@nrel.gov on or before the respective deadlines. To be considered "on time," project summaries must arrive at their intended destination by 5 p.m. (Mountain time) on the due date. Each project summary should include, but is not limited to, the following items.

Team Information

- Team photograph: indicate names and titles of the people in the photo and follow the [Instructions for Submitting Images](#). If there has been no change in team members from one submission of a project summary to the next, there is no need to submit another photo.
- Team organization and contacts: The Organizers want to know how each team is organized and approximately how many students, faculty, and others (e.g., sponsors, volunteers, family members) are involved in each Project. The teams should provide contact information (name, title and/or Project title, mailing address, e-mail address, and phone and fax numbers) for as many team members in leadership positions as possible (at a minimum, Faculty Advisor, student team leader, communications contact, media relations contact, house transportation contact, building inspection contact, fire watch captain, and safety officer). Even if contact information doesn't change between submissions of project summaries, please resubmit this information.

Narrative

- The narrative is the story of the Project to date, in narrative form (3 to 5 pages [no more than 5 pages], 11 pt. type, double spaced, 1-in. (or metric equivalent) margins). Projects are works-in-progress; after the first project narrative submission, teams should provide new information or update previous information. Do not repeat previous information.
- Team mission statement, goals, and values: What is the team's "personality?" What does the team want to accomplish? What does the team care about? What has changed and why?
- Discussion of design philosophy and house design: What is the point of the design? What is the team trying to say or trying to accomplish with this design? What will the house look like? What are some of the key features? Why is the team making the choices it's making? What makes the house stand out, or appear unique? How will the need for portability affect the design? What has changed and why?
- Characterize the team's accomplishments and planning: What did the team plan to do and why? What has it succeeded in doing and how? What has the team done that wasn't planned for and why? What are the team's future plans? What has changed and why?
- Teams are free to include images, but must follow [Instructions for Submitting Images](#).